



Field Trip Planning Guide

Thinking About a Field Trip

- *Visit the Center!* Did you know that teachers can receive free general admission or a free Educator membership anytime, any day with their teacher identification? Consider visiting the Center to help you decide how you'd like to focus your field trip. What subject are you covering? Would you like your class to study a particular exhibit or schedule a particular demonstration? Would you like to see a film or a planetarium show?
- *Attend a Free Teacher Orientation Workshop.* If you'd like more assistance on planning your field trip, please attend *Making the Most of Your Field Trip*, our **free** planning workshop at Arizona Science Center. For more information or to register, please visit <http://teacherorientation.eventbrite.com>.

Before You Call to Make Your Reservation

- Check out the Arizona Science Center website at <http://www.azscience.org> to determine the dates of upcoming exhibitions, and planetarium or IMAX® presentations.
- Pick three potential days for your school trip that work with your school calendar.
- Decide roughly what time you would be able to leave and how long it will take you to reach the Science Center.
- Find out whether your school buses will be available on those days.
- Confirm permission for the trip with your school administrator.

Making Your Reservation

- Call our Reservations Department at 602-716-2028 from 7:30 a.m. to 4:30 p.m.
- The reservationist will need to know the following information:
 - Field trip date
 - Time of arrival
 - Contact person
 - School name
 - School address
 - Contact phone #
 - Grade level
 - # of students
 - # of chaperones (1 to every 5 students minimum)
 - # teachers
 - Any special needs your group may have

Paying for Your Trip

- Is your school Title 1? If so, you may qualify for free admission! Call Reservations for information.
- If you don't qualify for free admission, we are still pleased to present group rates that represent a substantial discount off our regular admission.
 - These rates are good for groups with at least 15 people.
 - Admission to the Science Center is \$6 per person
 - Planetarium presentations and non-3D IMAX films are an additional \$2 per person
 - 3D IMAX films are an additional \$3 per person
- After your reservation is made, we will mail you an invoice. Your payment must be made two weeks before your visit to ensure the group rate and space availability.
- You must notify us 14 days before your scheduled visit to receive a refund or credit toward another date. **Any cancellations or changes within 14 days of the scheduled visit will not receive a refund or credit.**

- No coupons will be accepted for those receiving group rates. Memberships can be used for the named individuals only.

Before Your Trip to the Arizona Science Center

- Designate a group leader.
- In order to have an enjoyable, safe visit, all students need adequate supervision. Our guidelines require one adult for every five children.
 - Distribute a chaperone guide ([new link](#)) to those individuals assisting with your trip. The chaperone guides are available in English and Spanish.
 - Tell all of your chaperones when to meet you at the school or at the Center.
 - Give them a copy of your day's agenda: arrival time, scheduled shows, lunch time, and departure time.
 - Give your chaperones copies of the *Investigations*
- Decide whether you will be bringing your lunches or buying them at the Center.
 - We will provide a non-refrigerated storage area for lunches; you may want to put the students' names on their lunches in advance.
 - Reservations can advise you about pre-ordering lunches.

What to Expect During Your Visit

- *Arrival*
 - Buses will load and unload in Heritage Square; entering from Monroe Street.
 - Center staff will meet your group outside and provide an orientation to the Science Center. If you do not see an employee, please send an adult into the lobby to request a greeter.
 - We will have an area set up with a sign for your lunches.
- *Check In*
 - The Group Leader should provide an exact count of the number of people (students, chaperones, and teachers) in your group.
 - Your greeter will provide stickers for each member of your group. These will allow you to come and go from the Center throughout the day. They should be placed on each individual's shirt or blouse in plain sight.
 - Your group will receive a brief orientation and will have the opportunity to ask questions before you start exploring the Science Center.
- *During the Visit*
 - Please make sure all your chaperones are aware of planetarium shows or films for which you are scheduled. Your group should be lined up approximately 5 minutes before the show time.
 - Please encourage your students to explore our exhibits and investigate the scientific principles displayed.
 - Please encourage the chaperones and students to talk about their discoveries and to ask questions of the Science Center staff.
 - Please encourage your entire group to use the *student Investigations* found at http://www.azscience.org/field_trips.php
 - For everyone's safety, no running or rough play is permitted.
 - All students must stay with their chaperones throughout the visit.
 - We want all of our visitors to enjoy their experience at the Arizona Science Center and expect all of the students to respect other visitors. Chaperones and teachers are responsible for their group's behavior. We reserve the right to remove any individual or group refusing to comply with reasonable standards of behavior.

If you have any questions, please contact us!
 Reservations: (602) 716-2028; reservations@azscience.org
 General Information: (602) 716-2000 / Fax: (602) 716-2099
 Website: www.azscience.org